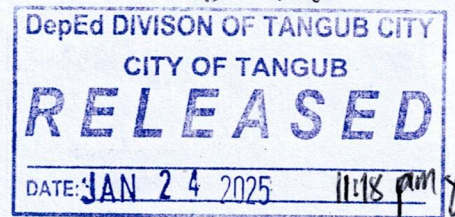




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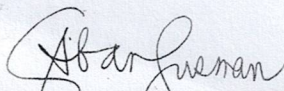
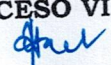
January 20, 2025

DIVISION MEMORANDUM
No. 016, s. 2025

**GUIDELINES ON THE REIMBURSEMENT, GRANTING AND LIQUIDATION OF
CASH ADVANCES OF TRAVEL EXPENSES**

To: All SDO Officials, Division-based and Field Personnel and Staff

1. The guidelines for reimbursement, granting, and liquidation of travel expense cash advances are outlined in COA Circular No. 2012-001, dated June 14, 2012, titled **"Prescribing the Revised Guidelines and Documentary Requirements for Common Government Transactions."**
2. Travel should only be undertaken if it is urgent, essential, cost-efficient, and beneficial to the office.
3. Cash advances are only allow for legally authorized and specific purposes.
4. Additional cash advances or travel reimbursement will not be granted unless the previous cash advance has been properly liquidated or settled.
5. Cash advance and reimbursement of travel expenses shall be made only upon submission of proper and complete supporting documents per checklist for cash advance/reimbursement of travel expenses provided by the accounting unit.
6. Attached is the copy of post travel report as additional attachment in the reimbursement of travel expenses.
7. Claim for reimbursement of travel expenses shall be submitted to the Accounting Unit within thirty (30) days after the end of each travel, otherwise, it will not be processed or reimbursed.
8. Immediate dissemination of and compliance with the memorandum is desired.


SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
Schools Division Superintendent 

Encl: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

CASH ADVANCES REIMBURSEMENT POST TRAVEL REPORT

SAU/EAB - Guidelines on the reimbursement, granting ad liquidation of cash advances of travel expenses.



Address: Anecito Siete St. Mantic, Tangub City
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Effectivity	08.16.24	Page	Page 1 of 1



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Annex A

TRAVEL ACCOMPLISHMENT REPORT

Name of Attendee/s		
Division/Office/Section/Unit		
Activity Title		
Reference		
Role/s of the Attendee/s (Organizer, Speaker, Officer, etc.)		
Venue		
Date/s		
Sponsoring Agency/ Organization/Company		
Key Contacts		
I. Objectives of the Activity		
II. Competencies Acquired or Awards/Recognition Received		
III. Relevance of the Activity to the Attendee's Office Functions (or to the functions of the other divisions/offices/sections/units, if the attendee is a proxy)		
IV. Recommendations to contribute further to the activity's objectives, improve organizational operations, or achieve organizational goals.		
Technical Assistance (TA) to be rendered	Time Frame	Expected Outputs
Prepared by		Noted by
Attendee		Unit/Section Head